

Job Description



DEPUTY MARSHAL/PEACE OFFICER

Department:	Marshal	Revised Date:	August 2008
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GENERAL PURPOSE: Under limited supervision, and consistent with general orders, performs general duty and investigative police work in the protection of life and property through the enforcement of laws and ordinances. Work normally consists of routine patrol, preliminary investigations, and traffic control on assigned shifts. Incumbents may be assigned to work on special assignments, which necessitate specialized abilities and knowledge. Special assignments can be of short or long duration and are subject to reassignment or cancellation at the sole discretion of the Town Marshal, who may assign officers for cross training purposes or for reasons of departmental efficiency.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prevents and discovers commission of crimes; apprehends criminals and offenders; makes presence known consistent with community policing and in a manner that contributes to deterrence and solving of crimes. Answers calls/radio complaints involving traffic, fire, vehicle accidents, robberies, domestic violence, neighborhood disturbances, and other misdemeanors, felonies, or service calls; secures accident and/or crime scene. Writes reports and completes forms and/or computer entries providing record of police activity and documentation for legal action reviewed by supervising personnel.
- Administers first aid, conducts preliminary investigations, gather evidence, identifies witnesses and issues citations or makes arrests if appropriate; interviews witnesses and victims, gathers information and prepare detailed reports; prepares cases for trial, including review of information, preparing physical evidence, conferring with attorneys and testifying.
- Participates in annual and other regular training programs in police methods and procedures, weapons training, proficiency skills and related subjects.
- Performs specialized duties such as Detective, K-9 Officer, School Resource Officer, FTO instructor, Firearms instructor, training officer, traffic control, crime prevention, community relations, and other specialized activities.
- Performs public relations duties such as problem resolution, comforting distraught citizens, offering information and guidance, participating in community activities and events, mediating disputes and demonstrating crime prevention techniques.
- Performs other related, similar or logical duties as assigned or required.

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MANAGERIAL RESPONSIBILITIES:

None

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND meet all minimum qualifications as established by AzPOST. Preferred at least 30 hours of college credit or four years military experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification.

Required Knowledge of:

- Geography and streets of the Town of Camp Verde.
- Town and Department policies, procedures, and general orders.

Required Skill in:

- Basic police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Dealing courteously and fairly with people.
- Using good judgment and making effective decisions under pressure.
- Use of firearms and other police equipment.
- Preparing clear, comprehensive and accurate reports.
- Reading and writing English at a level adequate to comprehend complex laws, rules, policies, reports, and other material and in writing.
- Understanding and anticipating problems and to reach logical conclusions from information.
- The use of a computer.
- Performing math.
- Conveying information orally.
- Operating a motor vehicle safely.
- Concentrating on and completing tasks despite distractions and interruptions.
- Working under heavy stress.
- Get along well with others.
- Meet attendance schedule with dependability and consistency.

Physical Demands / Work Environment:

- Work ordinarily consists of routine patrol in assigned vehicles, foot patrol, preliminary or on-going investigations or assigned to special duty areas. Work may involve personal danger. Hazards: Exposure to bodily fluids and infectious diseases; routine exposure to violent or short-tempered people and to inclement weather, including extreme heat and rain; occasional exposure to airborne particles and fumes.